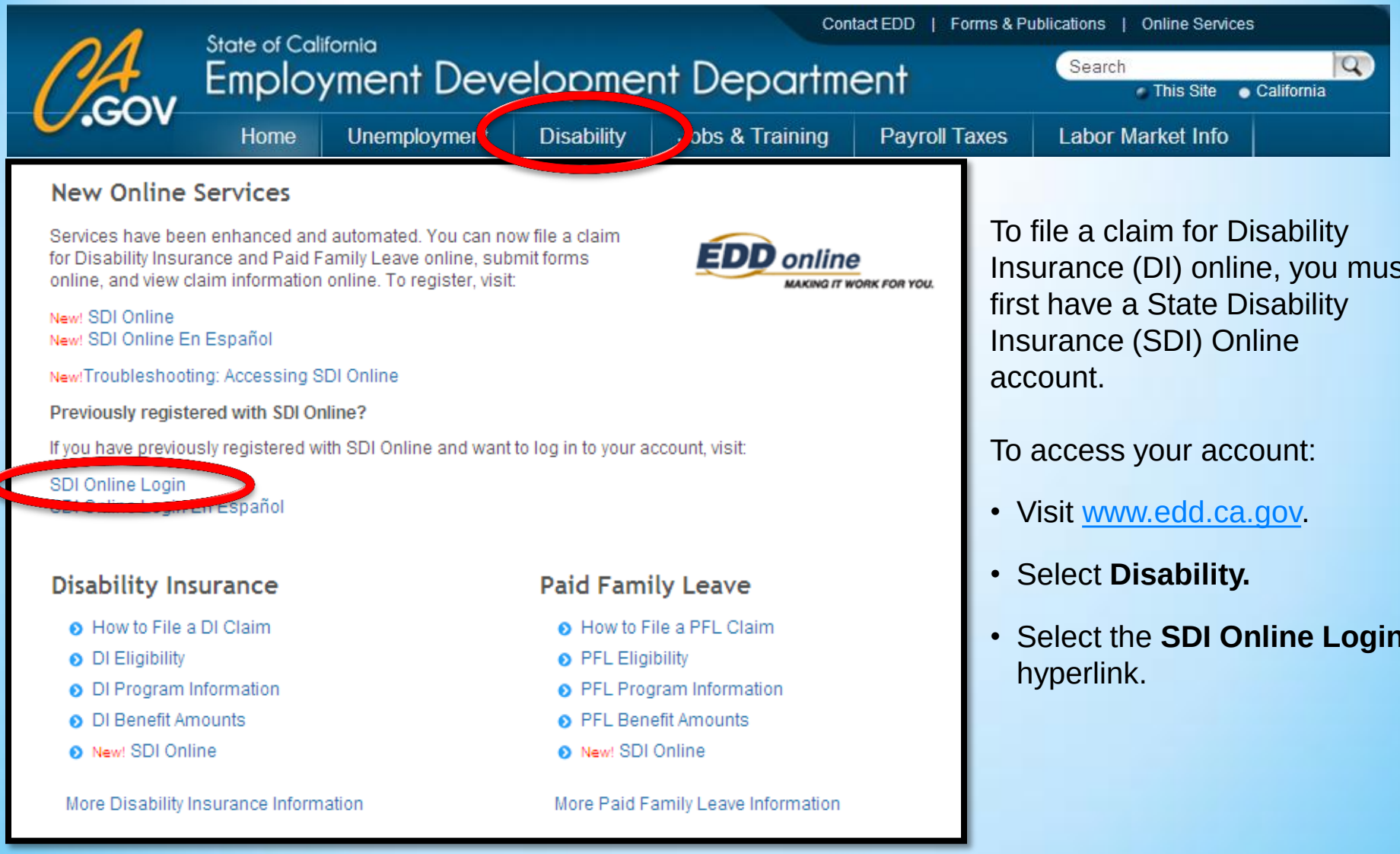
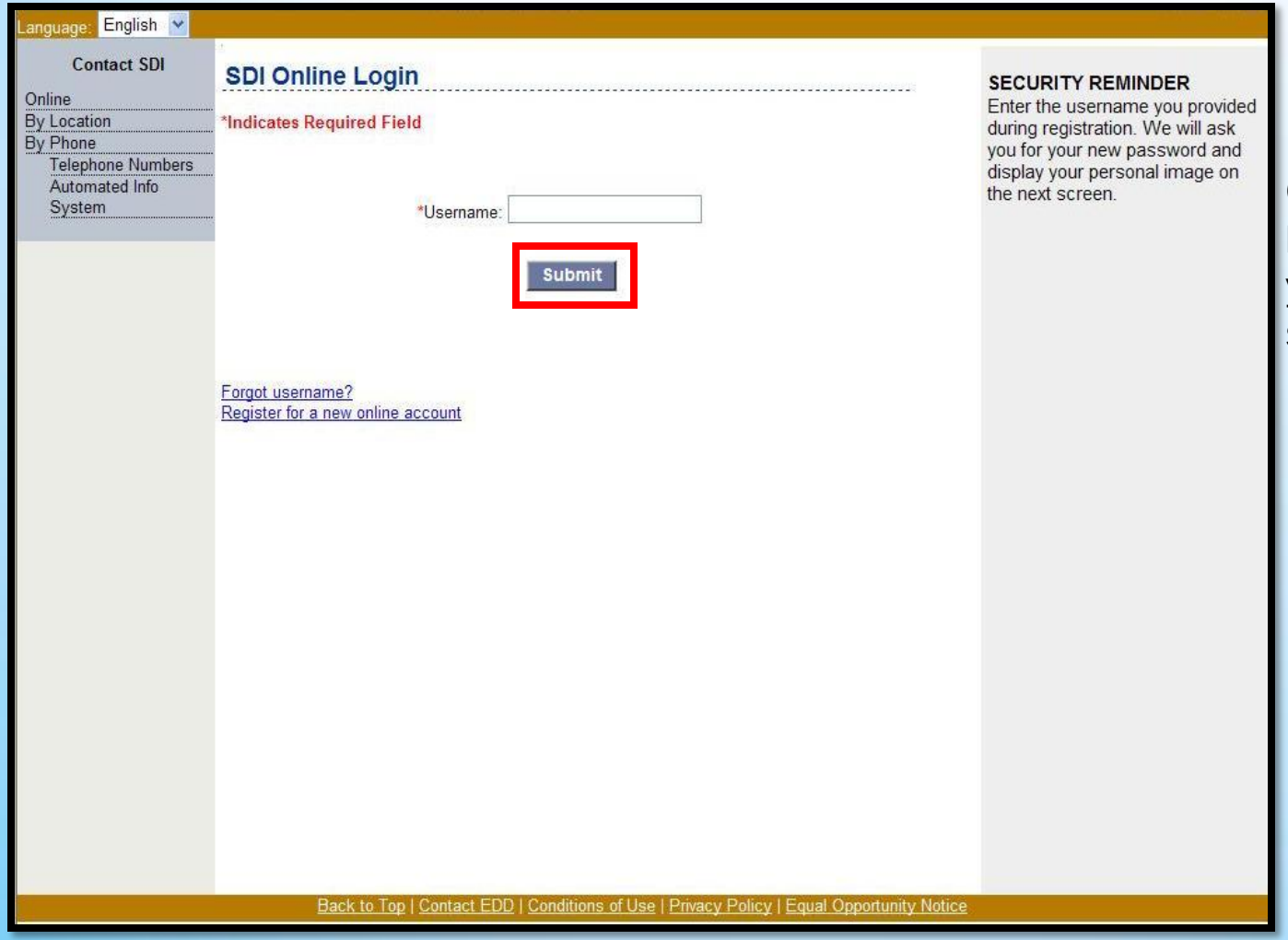
SDI Online Tutorial:
Filing a Disability Insurance (DI) Claim



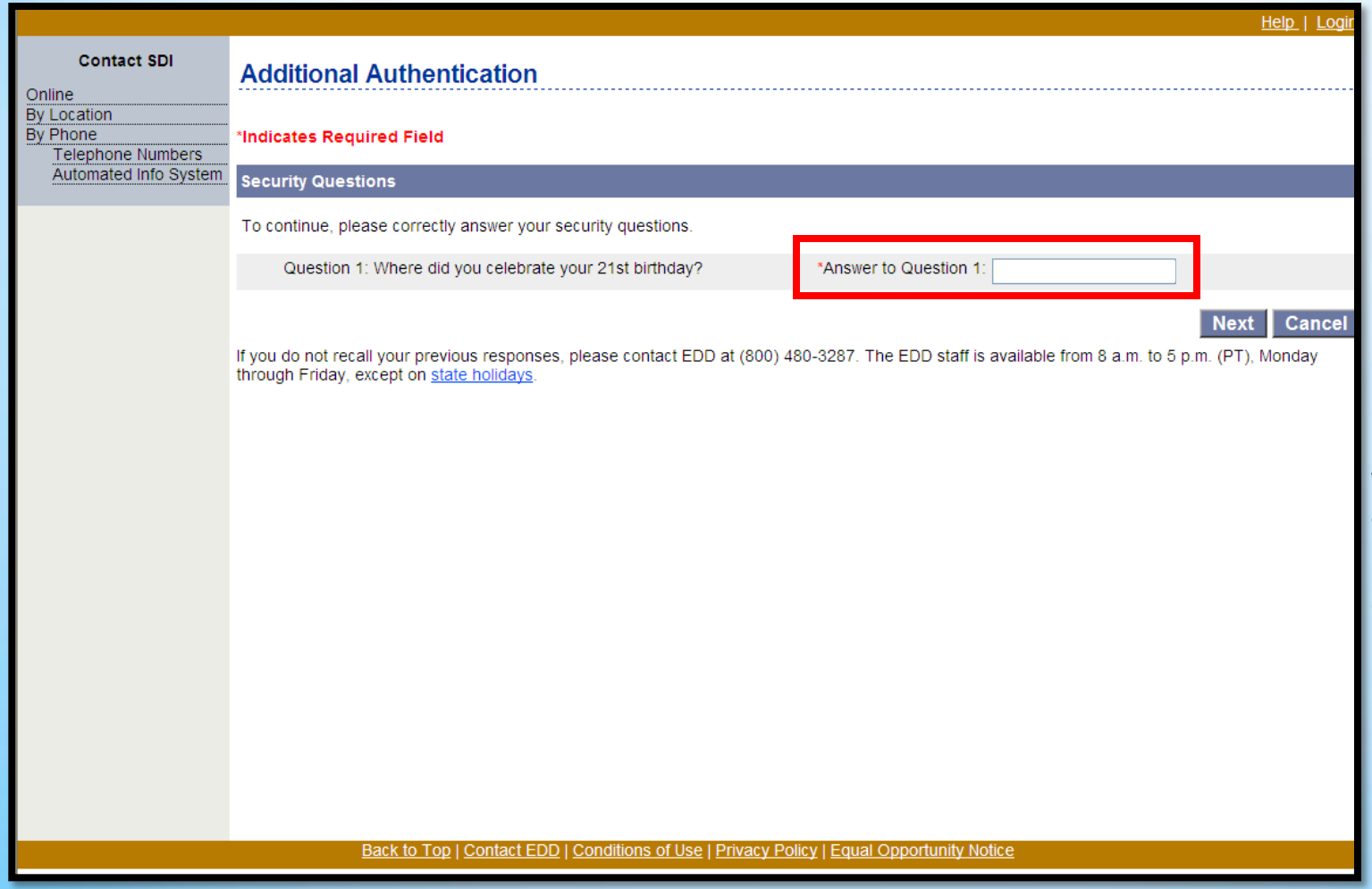
To file a claim for Disability Insurance (DI) online, you must first have a State Disability Insurance (SDI) Online account.

To access your account:

- Visit www.edd.ca.gov.
- Select **Disability.**
- Select the **SDI Online Login** hyperlink.

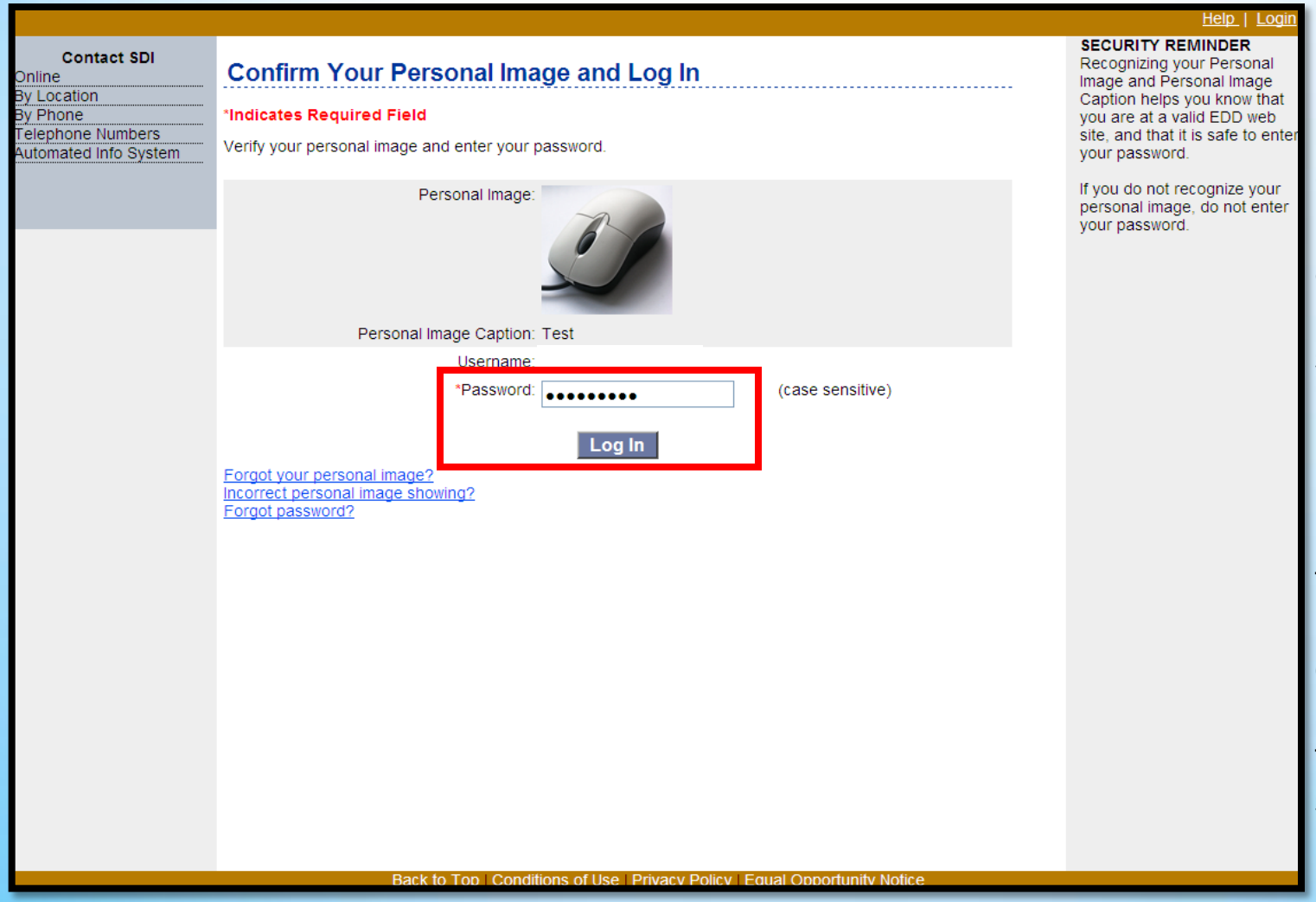


On the **SDI Online Login** page enter your Username and select **Submit**.



In some instances, a claimant may be asked to respond to the security questions established when creating the account.

Type the answer to the security question and select **Next**.



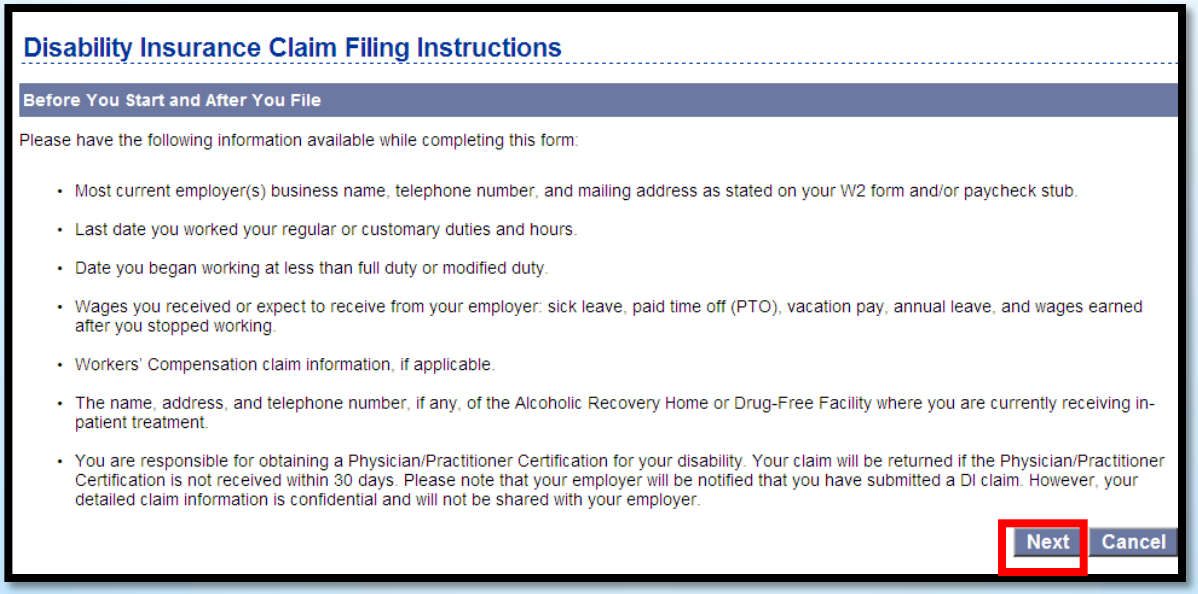
Confirm the Personal Image and enter your Password. Then select **Log In**.

Note: the Personal Image helps identify that the user has entered the correct Username on the previous screen.

Once you have successfully logged into your account, you will be directed to the **Home** page.

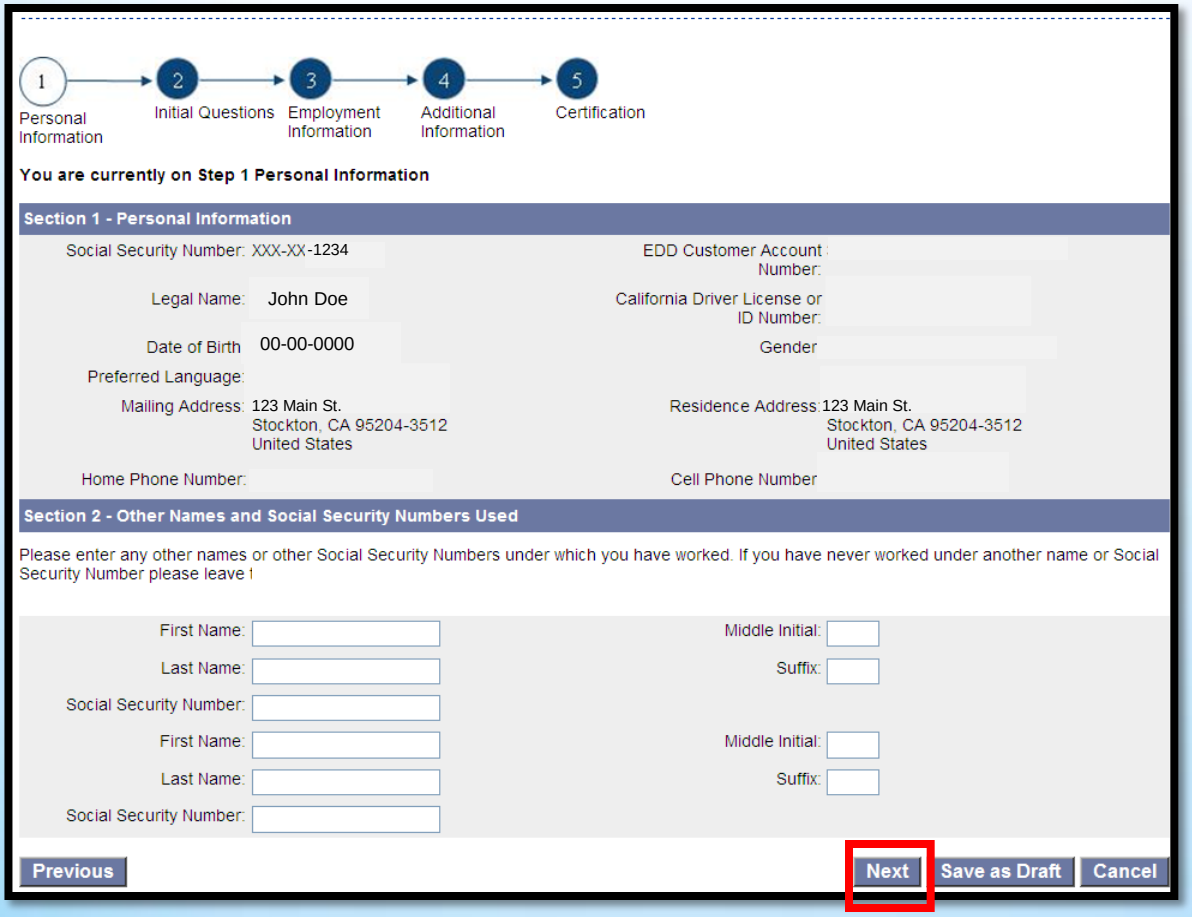
Select **File a New Claim** from the Main Menu.

Select the **Disability Insurance** link.



This screen provides important information about the items you will need to file a DI claim.

Read this screen and select **Next** to proceed.

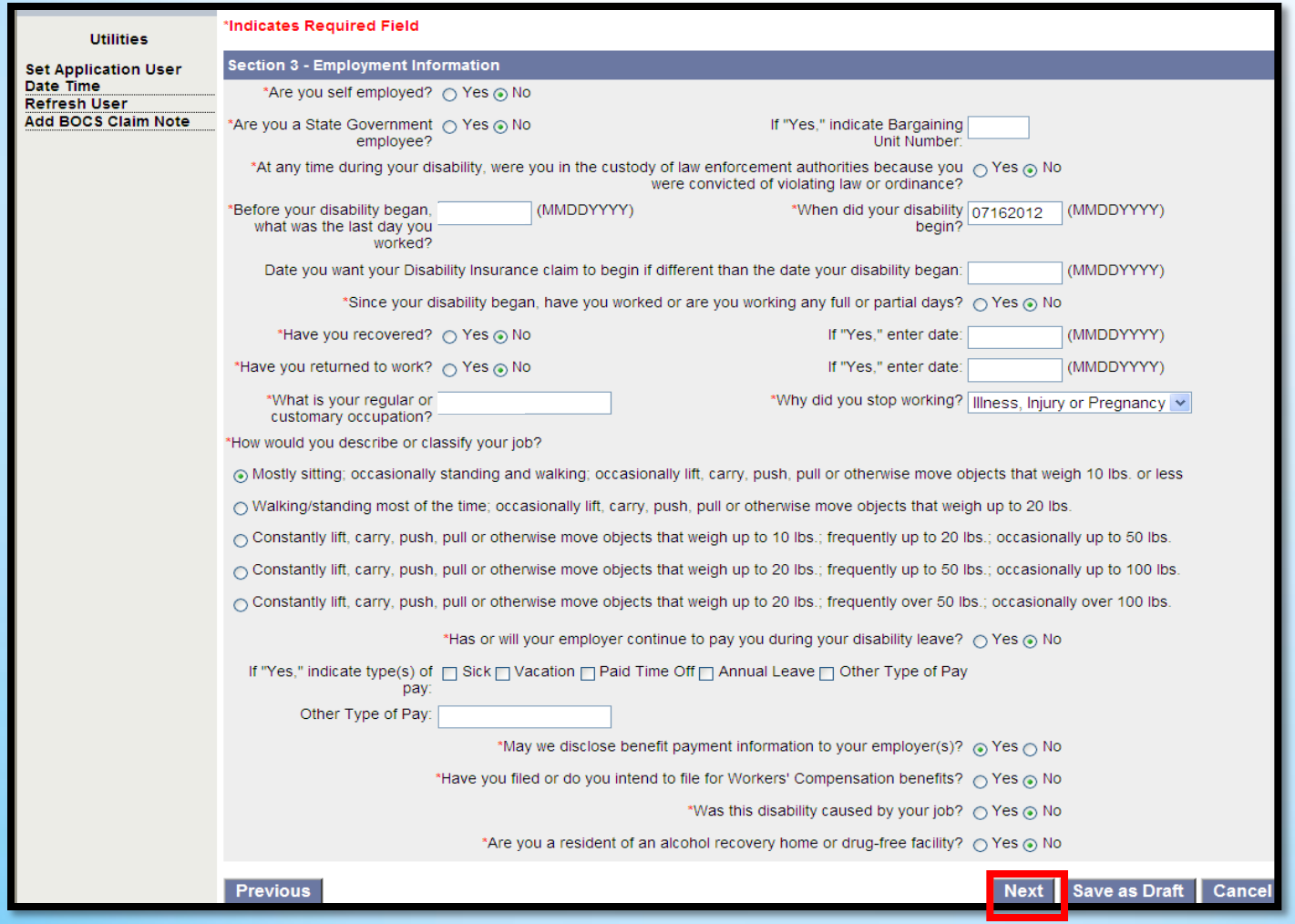


Information from your SDI Online account will automatically populate portions of the DI application.

Verify that information and complete any open fields, as appropriate.

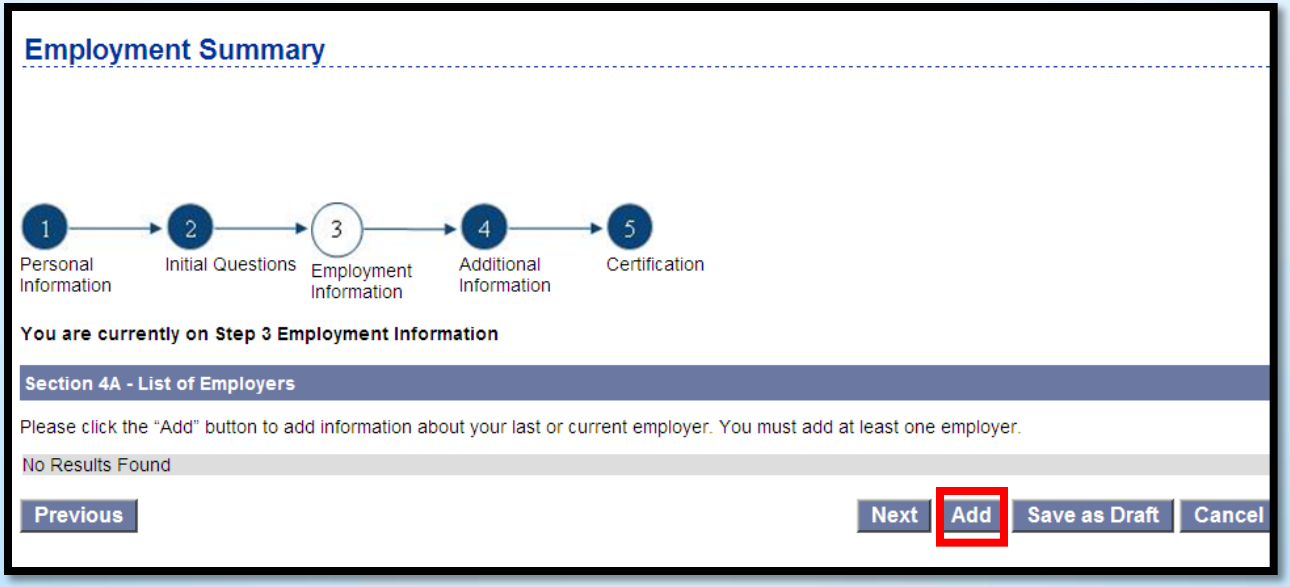
Then select **Next**.

Note: select **Save as Draft** at any point in the process to complete the form at a later time.

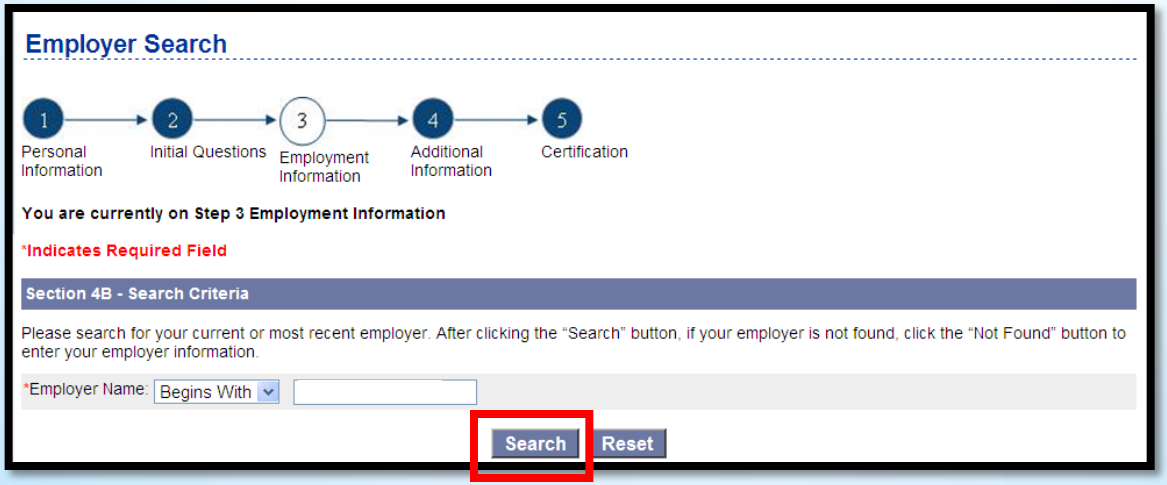


Complete the Employment Information section and select **Next**.

Mandatory fields are marked with a red asterisk.



Select the **Add** button to add information about your last or current employer.

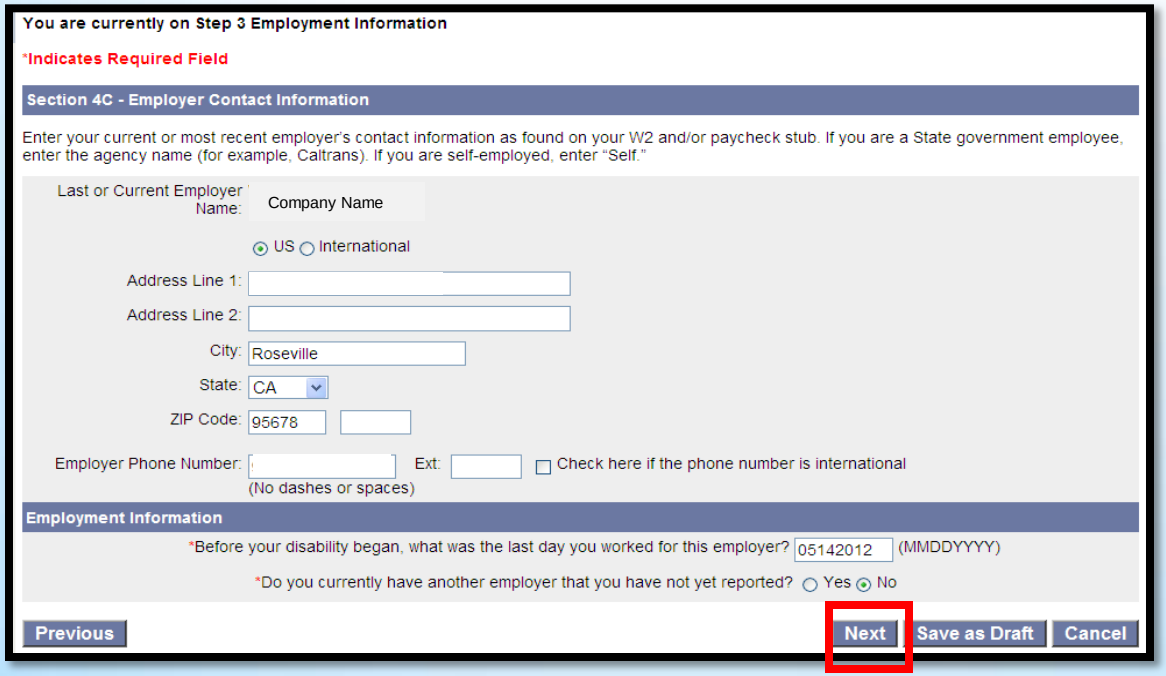


Enter the Employer Name then select **Search**.

Search options include "Begins With," "Exact," and "Sounds Like."

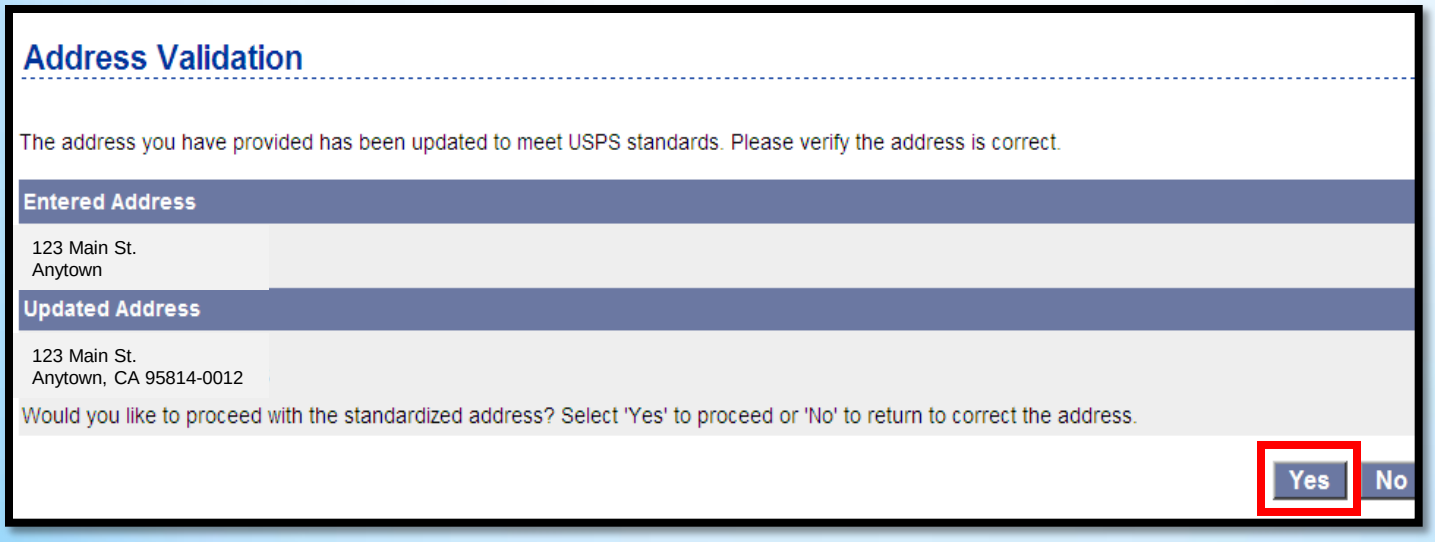
Search results will populate. Verify the employer and select **Next**.

Select the Add button to list more than one employer.



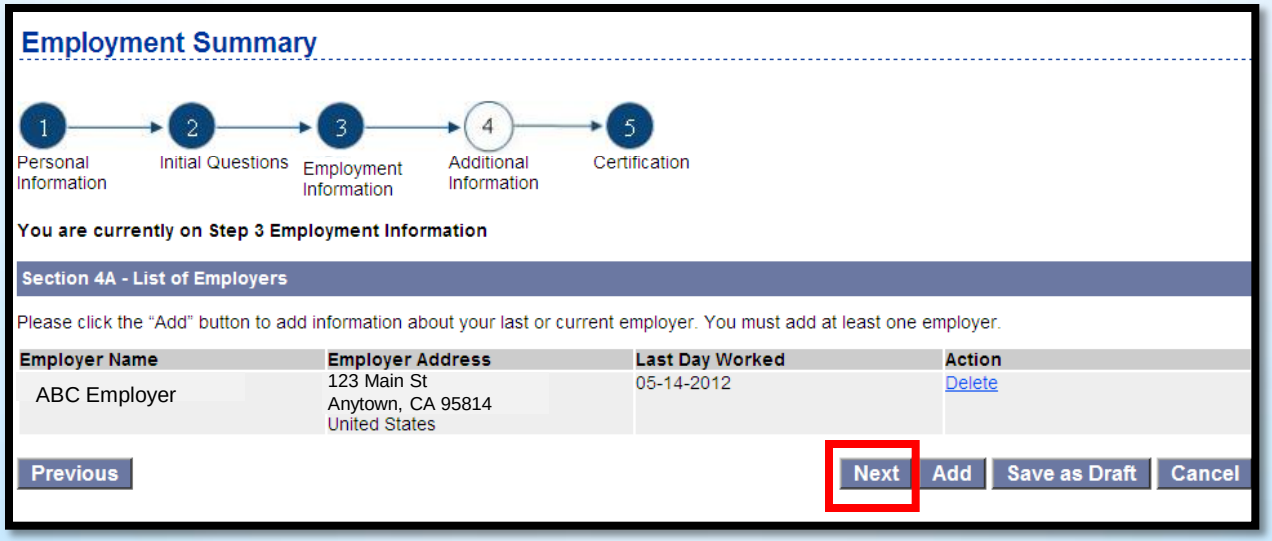
This screen appears if you selected the Add button on the previous screen

Complete the Employer Contact Information and Employment Information sections, then select **Next**.



The SDI Online system may standardize the address. Confirm the Updated Address section is correct by selecting **Yes**.

Select **No** to go back to the previous screen and re-enter the address.



Confirm the Employment Information and select **Next**.

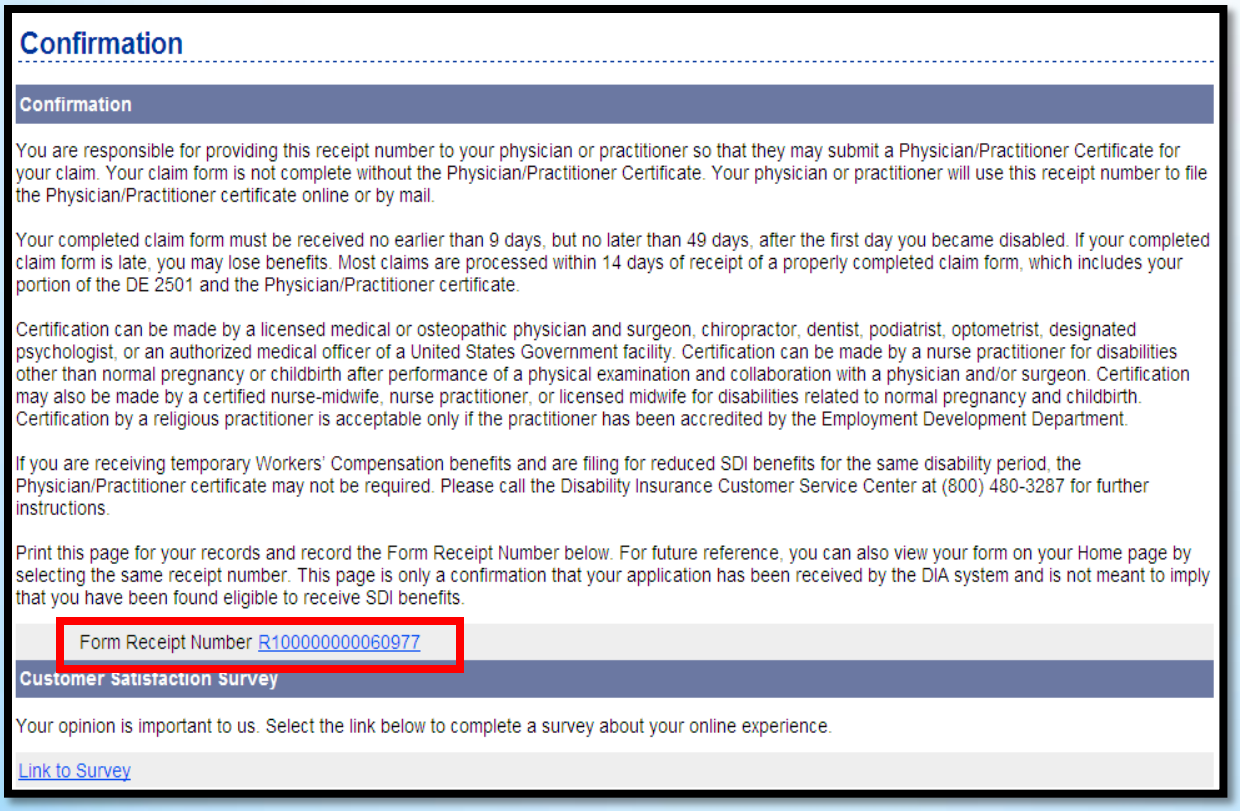
Select the first box to authorize an electronic signature.

Select the second box and enter the physician/practitioner name in the field.

Both boxes must be selected to complete your claim.

Select **Submit** to finalize the process.

Select **Claim for Disability Insurance (DI) Benefits (DE 2501)** to view or print your application.



Confirmation

Confirmation

You are responsible for providing this receipt number to your physician or practitioner so that they may submit a Physician/Practitioner Certificate for your claim. Your claim form is not complete without the Physician/Practitioner Certificate. Your physician or practitioner will use this receipt number to file the Physician/Practitioner certificate online or by mail.

Your completed claim form must be received no earlier than 9 days, but no later than 49 days, after the first day you became disabled. If your completed claim form is late, you may lose benefits. Most claims are processed within 14 days of receipt of a properly completed claim form, which includes your portion of the DE 2501 and the Physician/Practitioner certificate.

Certification can be made by a licensed medical or osteopathic physician and surgeon, chiropractor, dentist, podiatrist, optometrist, designated psychologist, or an authorized medical officer of a United States Government facility. Certification can be made by a nurse practitioner for disabilities other than normal pregnancy or childbirth after performance of a physical examination and collaboration with a physician and/or surgeon. Certification may also be made by a certified nurse-midwife, nurse practitioner, or licensed midwife for disabilities related to normal pregnancy and childbirth. Certification by a religious practitioner is acceptable only if the practitioner has been accredited by the Employment Development Department.

If you are receiving temporary Workers' Compensation benefits and are filing for reduced SDI benefits for the same disability period, the Physician/Practitioner certificate may not be required. Please call the Disability Insurance Customer Service Center at (800) 480-3287 for further instructions.

Print this page for your records and record the Form Receipt Number below. For future reference, you can also view your form on your Home page by selecting the same receipt number. This page is only a confirmation that your application has been received by the DIA system and is not meant to imply that you have been found eligible to receive SDI benefits.

Form Receipt Number R100000000060977

Customer Satisfaction Survey

Your opinion is important to us. Select the link below to complete a survey about your online experience.

Link to Survey

The **Confirmation** screen will provide a Form Receipt Number, which needs to be provided to the physician or practitioner.

Note: your physician can complete the medical portion of the hard copy claim form, Claim for Disability Insurance (DI) Benefits (DE 2501), if they do not want to submit the form online.

Visit www.edd.ca.gov for more information about State Disability Insurance.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-800-480-3287 (voice), or TTY 1-800-563-2441.